

Hwybid Instructions

Download Bid Items

- Browse to <http://www.kytc.state.ky.us>
- Point to and Click “Site Index”
- Point to and Click “C”
- Point to and Click “Contract Procurement”
- A) To Download the Bid Items, Point to and Click “Highway Bid Items”
- B) Point to and Click the data file PNxxxxxx.TPS (where xxxxxx is the PCN Number) to download. At this point different web browsers may vary somewhat but the intent is to save the data file to your local computer’s hard disk. Follow your on-screen instructions.
- C) It is recommended that you save the PNxxxxxx.TPS data files in the same folder as the “Hwybid” program is installed. (In the example, the folder C:\HwyBid is used.)
 - (If the same PCN # already exists on the C Drive, a message “C:\Hwybid \PNxxxxxx.TPS already exists, Do you want to replace it” will appear on the screen. Click “Yes”. This will overwrites the PNxxxxxx.TPS data file on your C Drive.)
A message may appear on the screen saying: “Download Complete”. If this message appears, close the message box by clicking on the appropriate button.
- D) To download more bid items, repeat process starting at A.

Launching and Using HwyBid.Exe.

- Go to the Start button on the lower left portion of screen
- Point to and Click “Start”
 - Select Programs
 - Select Hwybid
 - Select hwybid.exe(OR) Point to and Click the hwybid.exe icon on the desktop.
- Point to and Click “Project Menu”
- Point to and Click “Add or Replace a Project Menu”
- Point to and Click “ Search” to find the correct folder containing the downloaded bid items.(Step C)
- Point to and Click the PCN Number to add to Hwybid, Select “OPEN”
- The Project Number will appear in the KYHWY Bid Program (W004) screen. Point to and Click “Add Project Button”
- The finished message, “Finished PN# - Press Exist or Search for more projects.
- The Bid items have been added to the Hwybid program and can be processed.